The Missouri State Employee Suggestion Program

Agency Evaluator
Roles and Responsibilities

The role of evaluator is critical to the outcome of the employee's award status. This person makes the decision to either recommend the idea for implementation or deny its feasibility. Equally important is timeliness and thoroughness in preparing evaluation reports which communicates to employees that their ideas are appreciated.

General guidelines when evaluating a suggestion:

- **Understand suggestion**
- **Analyze suggestion**
- **Compare present method to proposed method**
- **Consider full impact**
- **Complete evaluation form**
- **Determine budgetary impact**
- **Make recommendation**

The subject matter expert for the suggestion will:

- Receive suggestions from the agency coordinator and review within 90 days, when possible

- Judge impartially both the positive and negative effects of a suggestion using his/her first-hand knowledge of the process, procedure or service identified for improvement to evaluate or confirm:

    - the practicality of the suggestion (is it really a good idea?)
    - determine the feasibility that the suggestion could/would be implemented within the agency
    - what cost savings (if any) would be realized by implementing the suggestion
    - potential cost to implement the suggestion
    - Sends all feedback and supporting documentation about the suggestion to the Agency Coordinator for further action.

    Note: This information is best provided by completing the Agency Evaluator Feedback Form.